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Town of Avon Massachusetts

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Library Senior Circulation Assistant
Grade OAL 2/1
Town of Avon, Massachusetts

TOWN OF AVON
2016 MAY 19 PM 1:18
TOWN CLERK

The Town of Avon seeks qualified applicants for its Grade OAL 2/1, Senior Circulation Assistant. Candidates must have a high school diploma, with an Associate's Degree or higher preferred and at least one year of experience working in a library setting. Performs activities at the circulation desk which include: checking library materials in and out, reserving and renewing library materials, collecting overdue fines, assisting patrons in searching and locating materials, and issuing new library cards to borrowers. Candidate must demonstrate excellent communications skills as position requires considerable interaction with the public. General office skills, to include Microsoft Office proficiency, are required. Experience with Sirsi System preferred. The work week is 30 hours per week, including some evenings and Saturdays. This is a full time, AFSCME union position with benefits. Starting salary is \$16.71 per hour. Send a letter of interest to Shanna Faro, Human Resources Coordinator, 65 East Main Street, Avon, MA 02322 or apply directly at Town Hall by **4:30 pm on May 31, 2016**. EOE.